

## **NOTICE TO SUPPLIERS: FRAUDULENT QUOTE REQUESTS AND PURCHASE ORDER EMAIL OR PHONE ACTIVITY**

We want to alert you to an active email / phone scam involving purchase orders and requests for product quotations that purport to originate from Georgia Regents University but are in fact fraudulent. While the university cannot prevent this illegal activity, we are actively working with law enforcement to investigate these fraudulent email contacts.

We can share some common traits or themes of these fraudulent emails that may help reduce risk to your company in becoming a financial victim of this scam:

- The email message is poorly written, with misspellings and awkward sentence structure
- The sender's email address or website link are not authentic to Georgia Regents University's standard e-mail address domain which is @gru.edu
- The message or counterfeit purchase order requests shipment/delivery of products to a non-Georgia Regents University address. Take a moment to check the address on Google maps or similar site. The University does not request delivery to apartments, business complexes or residential addresses.
- The delivery zip code listed in the e-mail is something other than the University's regular zip code of 30912
- The message may include an attachment that is designed to look like a purchase order, may include a logo or other graphic, and a signature that may look legitimate.
- The quote requests large quantities of highly resalable items such as electronics, hard drives, memory, maintenance parts, meters, toner cartridges, medical items, dental hand-pieces, or scientific items, etc.

If you believe you have received a fraudulent email that appears to be from Georgia Regents University, you may forward it to our Purchasing and Contract Management department at [caedwards@gru.edu](mailto:caedwards@gru.edu) to verify its legitimacy before responding to the email or filling the order. You may also contact the Purchasing & Contract Management department by phone, Monday through Friday, 8:00 am to 4:30 pm at (706) 721-2216.

Purchasing & Contract Management and Georgia Regents University value our partnership with you - and appreciate the very important role you play in providing goods and services to our faculty, students and staff in support of their academic, research, and patient care missions. Please know that we are assisting to the fullest extent possible with the investigation of this illegal activity by reporting all fraudulent emails to appropriate authorities.